

SUBJECT: <b>Organizational Structure</b>	NUMBER: 1-4.03
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: ADM.07.01, ADM.07.02, ADM.07.03, ADM.07.04, ADM.07.05, ADM.08.01, ADM.08.02	APPROVED: Sheriff

## **I. POLICY**

The Valencia County Sheriff's Office is organized to provide a command structure. The titles of respective ranks establish the chain of command within the agency. Agency services and functions are established to meet organizational objectives. The Sheriff will assign personnel to supervise units, sections, and or tasks as necessary to provide professional services.

## **II. RULES AND PROCEDURES**

### **A. Chain of Command**

1. In order to facilitate efficient management of the Valencia County Sheriff's Office, the principle of "Chain of Command" shall be utilized. Chain of Command ensures that:
  - a) All employees will obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank.
  - b) Each employee is accountable to only one supervisor at any given time.
  - c) All employees are accountable for the use of delegated authority and will have responsibility to be accompanied by commensurate authority.
  - d) Only one person should be in complete command of any situation or incident.
  - e) Supervisory personnel are accountable for the performance of employees under their immediate control.
2. It shall be the responsibility of each individual member to keep themselves aware of their relative position in the organization, to whom they are accountable, and who is accountable to them during normal operations.
3. Each organizational component (division) is under the direct command of only one supervisor.
4. Personnel will adhere to the chain of command. No employee will consult with members outside of their chain of command without notifying their immediate supervisor with the following exceptions;
  - a) Personnel may contact members outside of their chain of command, up to and including the Sheriff, to report abuse/misuse of supervisory authority or violations of the law or agency policy by other members.

- b) An employee may directly contact a supervisor outside of their chain of command to get personal advice, which has nothing to do with their official duties.
  - c) When necessary, any supervisor, regardless of assignment, may issue a direct lawful order to a subordinate not under their immediate chain of command. If this order conflicts with an order previously given them, that subordinate shall respectively call it to the attention of the supervisor issuing the order. If the order is not altered or rescinded, the subordinate shall comply with the most recent order given. In such cases, the subordinate will not be held responsible for not carrying out the original order.
5. Personnel shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, personnel shall request the issuing superior to clarify the order or to confer with higher authority.
6. Chain of command positions have been established by the County of Valencia to facilitate a professional structure. Rank positions are established, by job description, and personnel are hired per the Valencia County Personnel Policy Manual. The command structure, by general description, is as follows;

## B. Order Of Rank

### 1. Sheriff

- a) Is elected by the citizens of Valencia County, and is directly responsible to the people. The Sheriff, under the guidelines of the state constitution, statutes, and county ordinances will provide leadership, deploy manpower, and provide direction for the efficient operation of the agency. The Sheriff is the Chief Executive Officer responsible for the image, effectiveness, and general conduct of the agency.
- b) Has the responsibility for the assignment of all personnel and for the efficiency, discipline, and appearance of such personnel. In this capacity, the Sheriff shall have the authority to prescribe, promulgate, and enforce rules and regulations for the operation of the agency.
- c) Is responsible for long and short range planning necessary for the maintenance of goals and objectives of the agency.
- d) May authorize personnel to deviate from provisions of this manual when the Sheriff believes such deviations are lawful and in the public interest or in exceptional situations.

### 2. Undersheriff

Is appointed by the Sheriff and is second in command. In the absence of the Sheriff he has the authority and responsibility of the Sheriff.

### 3. Chief Deputy

Is appointed to this rank from the members of the agency of the rank of lieutenant. He is responsible to the Undersheriff for the operation of all divisions.

4. Lieutenant

Is appointed to this rank from members of the agency of the rank of sergeant. He may supervise a division, area, or section.

5. Sergeant

Is appointed to this rank from members of the agency of the rank of deputy sheriff. He is a superior officer, who may supervise subordinate and non-sworn personnel

6. Deputy

A sworn position of the Valencia County Sheriff Office.

7. Support Staff

- a. A non-sworn position of the Valencia County Sheriff's Office.
- b. Under general direction, performs typing, word processing, recording and filing of police and court correspondence, reports, forms and other related projects as determined by the Sheriff or designee.
- c. Receives complaints from the public concerning crimes and emergencies; broadcasts orders as necessary to appropriate patrol units; and, records calls, and broadcasts complaints received in accordance with established agency procedures.

C. Operational Services

In order to achieve goals and objectives in an orderly and efficient manner, the organizational structure and integrity of the agency must be maintained. Functional services or units have been established with specifically defined responsibilities for the maintenance of professional standards. Members of this agency will coordinate their efforts and pursue tasks within the defined structure utilizing the chain of command. Personnel will be tasked with duties and responsibilities as per County of Valencia job descriptions, this manual and/ or by the Sheriff or designee. Assignments and duties may be general law enforcement tasks or specific and specialized as directed.

1. Field Services

The goal of field services is the preservation of peace and order, the prevention and detection of crime, the apprehension of offenders, completion of competent reporting, diligence in support of the criminal justice system and the protection of persons and property. Field services functions require the performance of a multitude of tasks

relating to public welfare and safety. In order to provide the best professional service attainable, deputies perform their duties in uniform and operate marked vehicles.

## 2. Criminal Investigations Services

When the need arises, a detective(s) may be assigned for the continued investigation of crimes or incidents that originate from the field services function. These cases are developed for identification and prosecution of offenders. Cases assigned are generally felony crimes; however a detective(s) may be assigned to any investigation that the Sheriff or his designee deems in the public interest.

## 3. Community Response Impact Team (C.R.I.T.)

The C.R.I.T. proactively seeks out community partnerships and works with the community to decrease crime by focusing on issues that directly impact the quality of life in Valencia County. The team conducts ***neighborhood watch/community education***. The team will coordinate neighborhood watch meetings, and conduct educational classes for the public as needed.

## 4. Evidence/Property Services

This service provides for the secure storage of items seized as evidence, safekeeping and found items. The Sheriff will assign an employee as evidence custodian to oversee the entire evidence/property function. The evidence custodian is tasked with the lawful disposal of items seized.

## 5. Court Services

This service is responsible for ***civil process***, including the service of all writs, subpoenas, summonses, and garnishments that are received from courts of competent authority, as well as other duties as assigned. ***District courthouse security*** responsible for the security at the district courthouse, including additional duties as assigned. ***prisoner transportation*** is responsible for the safe secure and efficient transportation/extradition of prisoners to and from detention centers as well as other states and jurisdictions.

## 6. Chaplain Services

These services are dedicated to providing for spiritual, moral and personal needs of agency personnel, their families and the citizens of Valencia County.

## 7. Communications Services

The Director of the Valencia Regional Emergency Communications Center (VRECC) will be responsible for the communications function, which provides continuous phone operations for emergency and non-emergency calls for service from the

community. Additionally, this service provides for continuous two-way radio capability with agency personnel, license information and wants and warrants.

#### 8. Records Services

This service is responsible for maintaining accurate documentation and ensuring timely dissemination of documents. The records custodians and clerks have access to past and present records management systems. The records custodian is responsible for fulfilling requests for records made by the public as well as requests for discovery made by legal representatives.

#### 9. Reserve Deputies

Reserve deputies shall be used to assist sworn deputies whenever practical. Reserve deputies shall operate under established guidelines.

#### 10. Professional Standards Office

This service is responsible *internal affairs* and shall investigate the reported misconduct by a member of the Valencia County Sheriff's Office for the determination of violations of standard operating procedures, personnel policy or failure to maintain accepted law enforcement professional ethics. The Sheriff will determine the scope and assignment of these investigations. **Training** responsible for the basic, intermediate, advanced, in-service, and job specific training needs of all agency personnel. **Recruiting** is responsible for pre-employment testing/screening background investigations and other hiring issues as directed by Valencia County Policy, and the New Mexico Law Enforcement Academy. **Staff Inspections** This function provides for line and staff inspections at established intervals for maintenance of policy, procedure, and professional achievement of the agency's mission.